



Homeless and Special Needs Housing 2018-19 VHSP and HOPWA Implementation Webinars

**Monday, July 9 at 1 pm
&
Tuesday, July 10 at 10 am**



To access webinar audio

**Call-in toll free number
1-8668425779**

Conference Code: 804 371 1012

Homeless and Special Needs Housing (HSNH) administers a continuum of state- and federally-funded homeless service programs to address housing and stabilization services for individuals and families at-risk of or experiencing homelessness in the commonwealth.



HSNH administers three grant programs:

- Virginia Homeless Solutions Program (VHSP)
- Housing Opportunities for Persons With AIDS/HIV (HOPWA)
- Housing Trust Fund Homeless Reduction Grants (application released late 2018)



HSNH Funding

Funding Sources		
<i>Name</i>	<i>Source</i>	<i>Amount</i>
Virginia Homeless Solutions Program	82% State General Funds 18% Emergency Solutions Grant - HUD	\$15,323,277
Housing Opportunities for Person with AIDS/HIV (HOPWA)	Federal – HUD	\$962,389
Housing Trust Fund	State General Funds	\$1,100,000 (approximate)
TOTAL		\$17,385,666



Emergency Crisis Response System

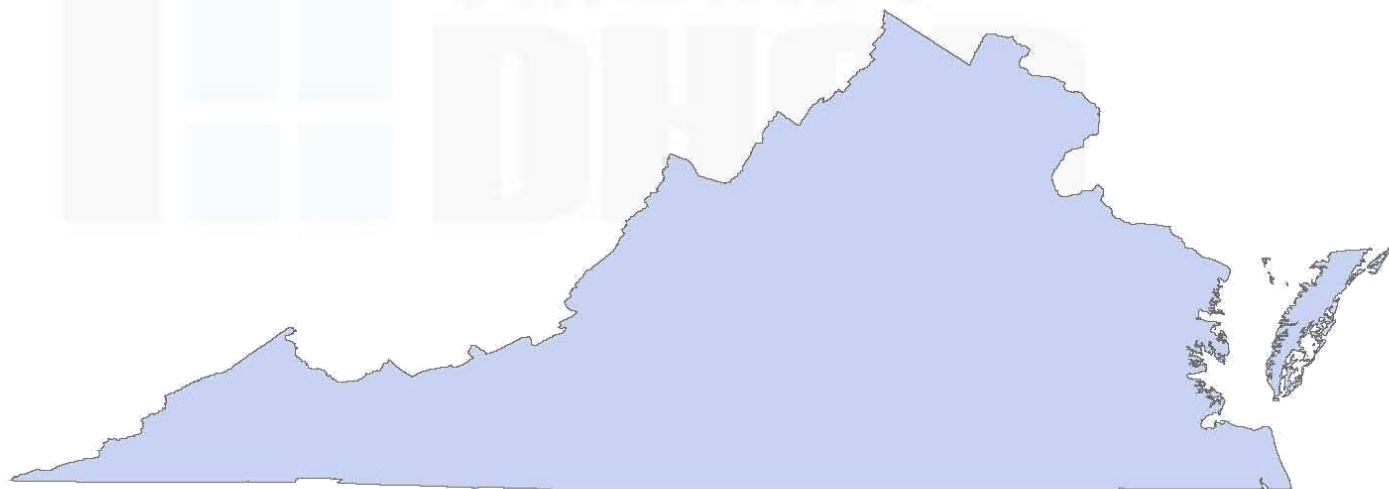
An effective crisis response system is able to identify and quickly connect people who are experiencing or are at risk of experiencing homelessness to housing assistance and other services. It works because it aligns a community, its programs, and services around one common goal – to make homelessness rare, brief, and nonrecurring.





Emergency Crisis Response System

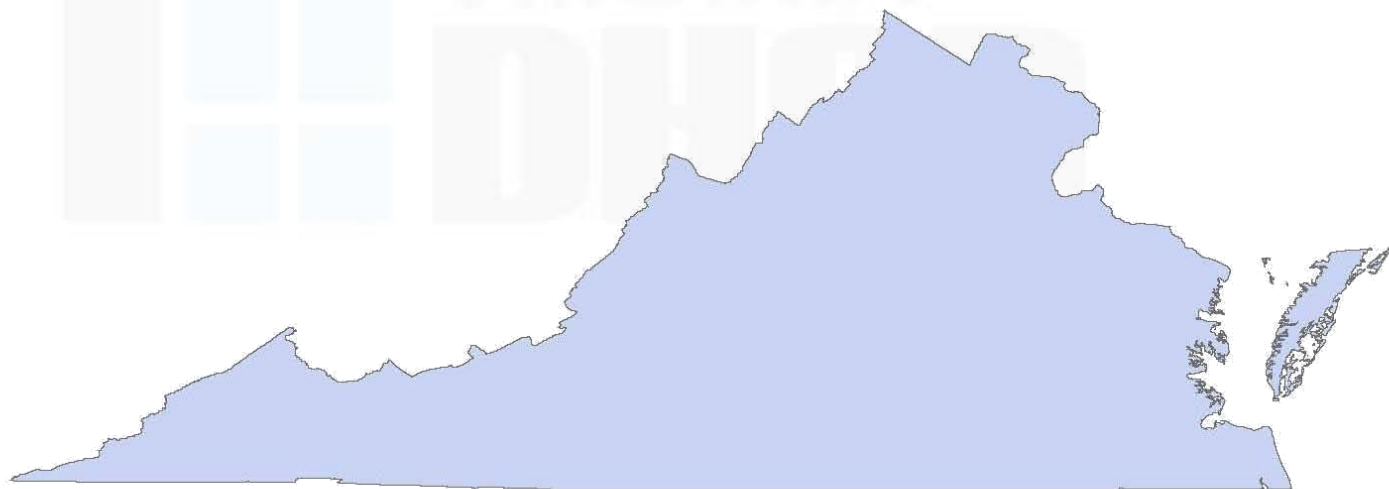
The goals of an effective crisis response system are to identify those experiencing homelessness, prevent homelessness when possible, connect people with housing quickly, and provide services when needed.





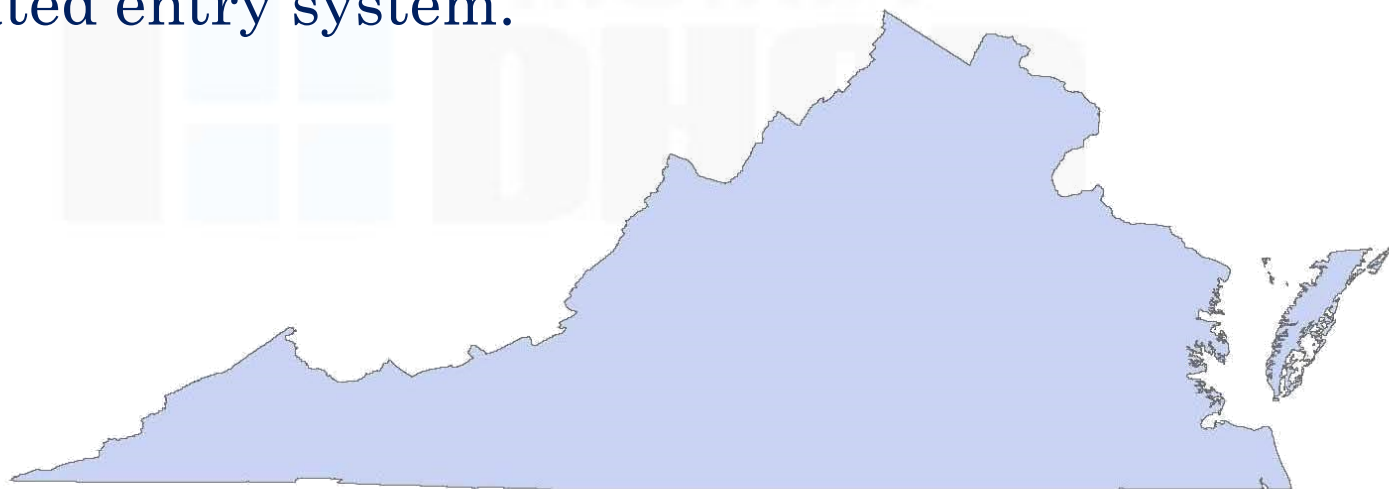
Role of the CoC/LPG

The role of the CoC/LPG is to promote a community-wide goal of ending homelessness, provide funding for efforts to rehouse those who are homeless, promote access to mainstream programs, and optimize housing stabilization.



Responsibilities of the CoC/LPG

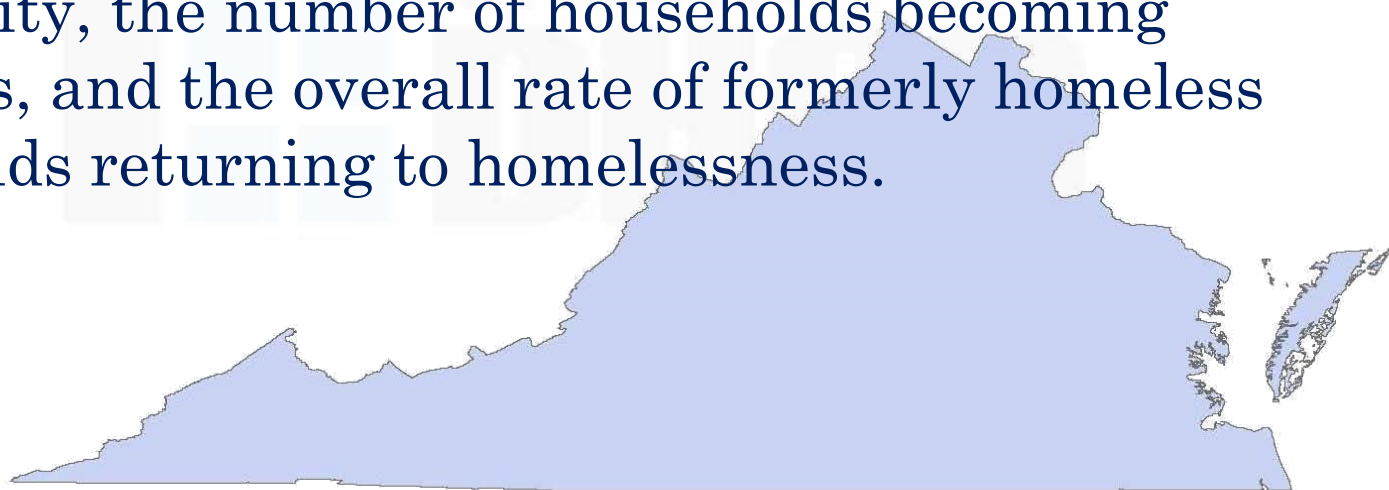
The responsibilities of the CoC/LPG include governance and structure, system coordination and planning, designating and operating the HMIS, and designing a coordinated entry system.





Virginia Homeless Solutions Program

The goals of VHSP are to assist households experiencing homelessness to quickly regain stability in permanent housing and to prevent households from becoming homeless. These activities are designed to reduce the overall length of homelessness in the community, the number of households becoming homeless, and the overall rate of formerly homeless households returning to homelessness.





VHSP Eligible Activities

- Outreach (to unsheltered homeless individuals/families)
- Centralized or Coordinated Assessment/Entry System
- Targeted Prevention
- Emergency Shelter Operations
- Rapid Re-housing (this includes the set aside for veterans)
- CoC Planning
- HMIS
- Administrative Costs



Proof of Diversion

All providers must engage households seeking homeless assistance in a problem-solving conversation to address the household's current housing crisis. This should include a discussion of alternative resources available to the household, linkages to mainstream and natural supports, and light-touch assistance.

- Case notes or a form need to be present clearly documenting all attempts to divert the individual or family from homelessness.
- Each CoC/LPG needs to ensure that each partner receives the attempted diversion documentation when individuals/families enter shelter



Program Participant Eligibility

Program Participant Initial Eligibility by Activity Type*	
Eligible Activity	Program Participant Eligibility
Shelter	<ul style="list-style-type: none">• Literally homeless• At imminent risk of homelessness• Individuals exiting institution (where they resided temporarily) with no resources or anywhere to go.
Rapid Re-housing	<ul style="list-style-type: none">• Literally homeless (shelter residents, living in other situations not meant for human habitation); or• Individuals who were literally homeless prior to entering an institution (where they resided temporarily – 90 days or less) and are exiting the institution with no resources or anywhere to go; AND• No other resources
Prevention	<ul style="list-style-type: none">• At imminent risk of homelessness; AND• Household income below 30 percent AMI; AND• No other resources



Housing Focused Case Management

Clients must receive housing focused case management at least one time per month

Documentation of case management must be in the client file

This case management includes but is not limited to:

- Conducting assessments
- Facilitating access to mainstream resources
- Monitoring and evaluating program participant progress
- Developing and following up on individualized housing and service plans
- Coordinating with and referring to other providers



Voluntary Support Services

While case management is required at least monthly, supportive services may not be required of program participants.



Fair Market Rent and Rent Reasonableness Requirement

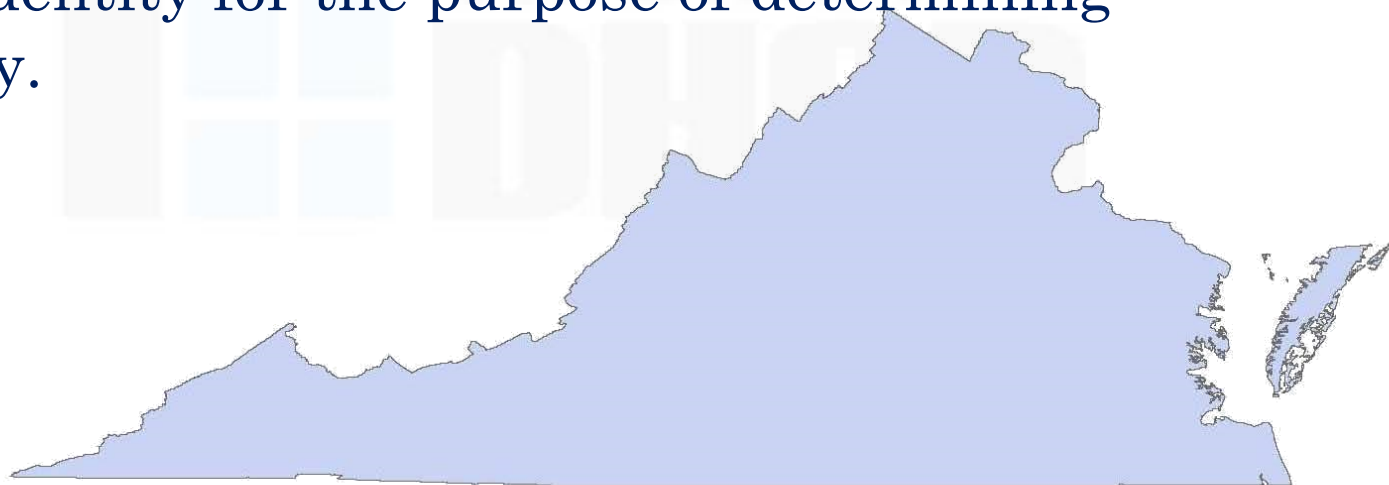
When households are moved into a new unit or stabilized into an existing unit . The rent must meet two standards.

- Rent Reasonableness – rent is equal to or less than other like units in the area
- Fair Market Rent (FMR) – rent (including utilities) is at or below the HUD established FMR for the unit size in the area



Equal Access and Prohibited Inquiries

All activities must be made available without regard to actual or perceived sexual orientation, gender identity or marital status. Grantees are prohibited from inquiring about an individual's sexual orientation or gender identity for the purpose of determining eligibility.





The Definition of 'family'

Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity

Family includes, but is not limited to, regardless of marital status, actual or perceived sexual orientation, or gender identity, any group of persons presenting for assistance together with or without children and irrespective of age, relationship, or whether or not a member of the household has a disability. A child who is temporarily away from the home because of placement in foster care is considered a member of the family.

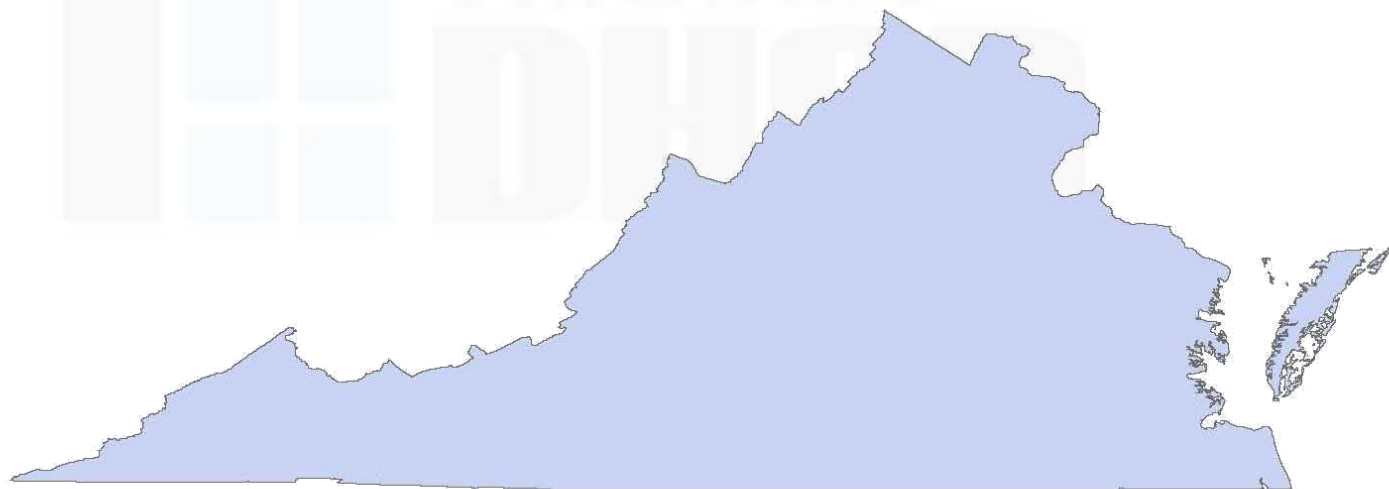
<https://www.hudexchange.info/faqs/1529/how-is-the-definition-of-family-that-was-included>



Prohibition Against Involuntary Family Separation

The age of a minor child must not be used to deny any family's admission to an emergency shelter.

The family unit must be accepted and sheltered as they present.





Quarterly Conversations

Topics of discussion:

How is the CoC/LPG using data to make decisions

Expenditure rates

Community trends

Funding



Reports

- New reports **Outreach and Coordinated Entry**
- RRH Benchmarks and Metrics will be incorporated into the reports
- Grantee level reports will be due twice per year
 - July 1 – December 31, 2018 due January 10, 2019
 - July 1 – June 30, 2019 due July 5, 2019

Homeless Outcomes Community Report

July 1 – June 30, 2019 due July 31, 2019
Submitted by the CoC/LPG lead agency



Coordinated Entry Reports

- Referred to emergency shelter/Safe Haven
- Referred to transitional housing
- Referred to rapid rehousing
- Referred to permanent supportive housing
- Referred to homelessness prevention
- Referred to street outreach
- Referred to other continuum project type
- Referred to a homelessness diversion program
- Unable to refer/accept within the continuum; ineligible for continuum projects
- Unable to refer/accept within the continuum; continuum services unavailable
- Referred to other community project (non-continuum)
- Applicant declined referral/acceptance
- Applicant terminated assessment prior to completion
- Other/specify



2018 Close Out

- Actual Match form
- Year End Reports due July 5, 2018
- Remittances for actual expenditures – Due July 10, 2018
- HOCR due July 31, 2018

The following items need to be uploaded into CAMS

- Habitability Standards Form for all shelters
- Proposed Match Document (lead agency)
- Agency financial statement/audit
- Signed grant agreement



Habitability Standards

DHCD VHSP Basic Habitability Checklist



Unit or Shelter Address
(include street address, city and zip code)

Grantee Name (if shelter) or
Landlord/ Property-owner Contact Information
(include name, company name, mailing address and phone number)

	YES	NO
State and local codes. Unit is compliant with all applicable state and local housing codes, licensing requirements, and any other requirements in the jurisdiction regarding the condition of the structure and the operation of the housing or services.		
Structure and materials. The unit is structurally sound so as not to pose any threat to the health and safety of the occupants and so as to protect the residents from the elements.		
1. Access. Where applicable, the shelter is accessible in accordance with: a. Section 504 of the Rehabilitation Act (29 U.S.C. 794) and implementing regulations at 24 CFR part 8; b. The Fair Housing Act (42 U.S.C. 3601 et seq.) and implementing regulations at 24 CFR part 100; and Title II of the Americans with Disabilities Act (42 U.S.C. 12131 et seq.) and 28 CFR part 35.		
Space and security. Each resident is afforded adequate space and security for themselves and their belongings. Each resident must be provided an acceptable place to sleep.		
Interior air quality. Every room or space has natural or mechanical ventilation. Unit is free of pollutants in the air at levels that threaten the health of residents.		
Water supply. The water supply is free from contamination.		
Sanitary facilities. Residents have access to sufficient sanitary facilities that are in proper operating condition, may be used in privacy, and are adequate for personal cleanliness and the disposal of human waste.		
Thermal environment. The unit has adequate heating and/or cooling facilities in proper operating condition.		
Illumination and electricity. The unit has adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of residents. There are sufficient electrical sources to permit the use of essential electrical appliances while assuring safety from fire.		
Food preparation and refuse disposal. All food preparation areas contain suitable space and equipment to store, prepare, and serve food in a sanitary manner.		
Sanitary condition. The unit and any equipment are maintained in sanitary condition.		
Fire safety. Each unit includes at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors are located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing impaired persons, smoke detectors have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person.		
Fire safety. The public areas of all units must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, community rooms, day care centers, hallways, stairwells, and other common areas.		

Agency

Agency Name _____ Agency Staff Name _____

Signature _____ Date _____

Tenant (if applicable)

Name _____ Date _____

Signature _____

Landlord / Property-owner (if applicable)

Name _____ Date _____

Signature _____



Match

- 25 percent match is required
- Based on the total amount of funds allocated to the local CoC or planning group
- May be met at the community and/or grantee level
- Allowable sources of match are cash, the fair rental value of any donated material or space and any salary paid from local or private sources which, have not otherwise been charged to VHSP



(Forms must be signed and uploaded in CAMS as a PDF. Handwritten forms will not be accepted.)

[illegible]

Date _____

VHSP Match Requirements

VHSP funds require a 25 percent match. This is based on the total amount of funds allocated within the local CoC or planning group, excluding HOPWA funding. The match requirement may be met at the community and/or grantee level thereby allowing communities to use programs or services funded by local and private resources as a match for this funding. Only VHSP eligible activities funded by local (local government or private) resources may be used to meet this requirement. Match resources are exclusive and may not be used to meet multiple match requirements. Match resources may include cash, the fair rental value of any donated material or space, any salary paid from local or private sources which have not otherwise been charged to VHSP, and volunteer labor. Match must be documented between the CoC or local planning group and specific match sources. As documented on the Independent Sector website, <https://www.independentsector.org/resource/the-value-of-volunteer-time/>, Virginia's volunteer hourly rate is estimated to be \$26.75. Please check the aforementioned website for updates. The Bureau of Labor Statistics' hourly wages by occupation that can be used to determine the value of a specialized skill can be located at the following website: https://www.bls.gov/oes/current/oes_va.htm. Please see the VHSP guidelines for more details.

Grant Agreements

- VHSP agreement with the lead agency
- VHSP contracts with the grantees identified on the year one request
- Contract dates July 1, 2018 – June 30, 2019
- Expenditures begin July 1





Required annual training

- LGBTQ+
- Prohibitions against family separation

<https://endhomelessness.org/resource/emergency-shelter/>

HUD's Equal Access Rule: What it Is, What's Changed, and What You Need to Know



HOPWA

The Housing Opportunities for Persons With AIDS (HOPWA) program was authorized by the National Affordable Housing Act of 1990 and revised under the Housing and Community Development Act of 1992, to provide states and localities with the resources and incentives to devise and implement long-term comprehensive strategies for meeting the housing needs of low-income persons with Acquired Immunodeficiency Syndrome (AIDS) and related diseases, and their families.

Activities of primary importance are providing housing assistance and services that assist this population to maintain housing stability where they can maintain complex medication regimens and address HIV/AIDS related problems.



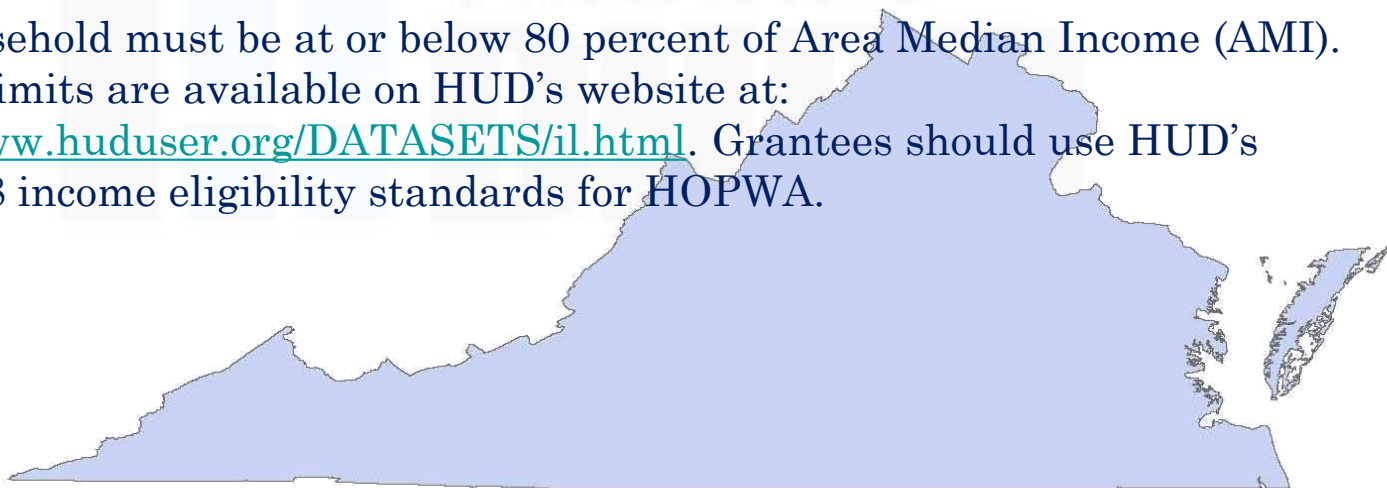
Grant Agreements

- HOPWA agreement with the lead agency
- HOPWA contracts with the grantees identified on the year one request
- Contract dates July 1, 2018 – June 30, 2019
- Agencies may have more than one HOPWA grant agreement with DHCD simultaneously



HOPWA eligibility

- There are two basic elements of HOPWA eligibility:
 - Household has at least one person who has Acquired Immunodeficiency Syndrome (AIDS) or related diseases (Human Immunodeficiency Virus, that is, HIV infection). This includes households where the only eligible person is a minor. Medical verification of status is required.
 - The household must be at or below 80 percent of Area Median Income (AMI). Income limits are available on HUD's website at: <http://www.huduser.org/DATASETS/il.html>. Grantees should use HUD's Section 8 income eligibility standards for HOPWA.



HOPWA Year-end Reports

- Leveraging Information
- Performance Measures
- Barriers, Trends, and Unmet Needs
- Beneficiaries



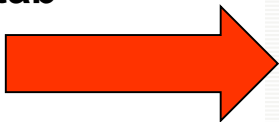
Required training

- HOPWA Oversight Training:
<https://www.hudexchange.info/trainings/hopwa-oversight-training/>
- Getting to Work: A Training Curriculum for HIV/AIDS Service Providers and Housing Providers:
<https://www.hudexchange.info/trainings/dol-hud-getting-to-work-curriculum-for-hiv-aids-providers/>
- HOPWA Financial Management Training course:
<https://www.hudexchange.info/trainings/courses/hud-hopwa-financial-management-online-training/>



Finalizing Project Creation

Go to the
Project
Information
tab



Sign in to your account | Virginia Information | Inbox (484) - n... | Commonwealth | CAMS Administ... | CAMS Administ... | DHCD CAMS Po... | Nichele

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Project Detail | Back To Project List

Project Name: DHCD Test | Edit? | Program Name: VHSP 2018-19 | Contract #: TEST123
Contract Start/End Date: 07/01/2018 - 07/15/2019 | Place of Performance: 600 East Main Street, Richmond

Project Information | Project Budget | Remittances | Reports & Communication

Project Information

Organization Name: Virginia Department of Housing and Community Development | Organization FEIN: *****7510 | Payment Routing: 00

Project Primary Contact

First Name*: Nichele | Last Name*: Carver
Title*: Project Manager | Email*: nichele.carver@dhcd.virginia.gov
Work Phone*: 804 - 371 - 7113

Project Location

Address*: 600 East Main Street | Zip Code*: 23219 - 2416 | Whats my +4?
City*: Richmond

Primary Service Area

Please select ALL localities that will be in your project's primary service area. Only one County, City or Town must be selected to save this page. Select the Add/Edit link to make changes. Selections will display below the County, City and Town sections. When selecting a County, it is not necessary to also select a Town that lies within that county. Consult the application information for this program for additional information.

County: Add/Edit County | City: Add/Edit City | Town: Add/Edit Town
Henrico | No City Selected. | No Town Selected.

Save

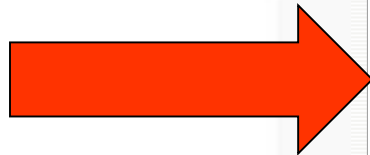
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Verify the information; update if needed



Sign in to your account | Virginia Information | Inboxes (484) | Commonwealth | CAMS Administrator | CAMS Administrator | DHCD CAMS Portal | Nichele

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Project Information | Project Budget | Remittances | Reports & Communication

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Title*: Project Manager | Email*: nichele.carver@dhcd.virginia.gov
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County: [Add/Edit County](#) | City: [Add/Edit City](#) | Town: [Add/Edit Town](#)
Henrico | No City Selected. | No Town Selected.

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Add all applicable Primary Service Areas



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Project Primary Contact

First Name*: Nichele | Last Name*: Carver
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Work Phone*: 804 - 371 - 7113

Project Location

Address*: 600 East Main Street | Zip Code*: 23219 - 2416 | Whats my +4?
City*: Richmond

Primary Service Area*

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Henrico | No City Selected. | No Town Selected.

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Secure | https://dmz1.dhcd.virginia.gov/camsportal/Projects/ProjDetail.aspx?Prj=2817&Order=Prj_Name&SD=ASC

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Project Primary Contact

First Name*: Nichele | Last Name*: Carver
Title*: Project Manager | Email*: nichele.carver@dhcd.virginia.gov
Work Phone*: 804 - 871 - 7113

Project Location

Address*: 600 East Main Street | Zip Code*: 23219 - 2416 | [Whats my +4?](#)
City*: Richmond


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Henrico | No City Selected. | No Town Selected.

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Contract in CAMS

Go to the Reports and Communications Tab

To access the signed grant agreement click Contract Document



Project Detail

Project Name: Test VHSP 2014-15 [Edit?](#) Program Name: Virginia Homeless Solutions Program 2014 - 2015 Contract #: VHSP - 1011
Contract Start/End Date: 07/01/2014 - 06/30/2015 Place of Performance: 600 East Main Street, Richmond

Project Information | **Project Budget** | **Remittances** | **Reports & Communication** | [Back To Project List](#)

Reports & Communication

Ad Hoc Reports: [Go](#)

[Download Selected Documents](#)

Display Name	Report Name	Date Due	Status	Last Updated On	Last Updated By	Comments
<input type="checkbox"/>	Contract Document		Incomplete	1/21/2015	Luke B. Tate	✗
<input type="checkbox"/>	Contract Document		Incomplete	1/23/2015	Luke B. Tate	✗
<input type="checkbox"/>	Contract Document		Accepted	6/18/2015	DHCD Accepted	
<input type="checkbox"/>	VHSP grant agreement 2015-16 Contract Document	7/31/2015	Not Started			

Total Reports: 4

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Contract in CAMS

You will then open signed grant agreement and print it for your agency director's signature

The screenshot shows the DHCD CAMS Portal interface. The browser address bar displays the URL: <https://dmz1.dhcd.virginia.gov/camsportal/Projects/ProjectReport.aspx?tid=E1680>. The page header includes the DHCD CAMS logo and a welcome message for Michele R. Carver, Profile Manager, Va Department of Housing and Community Development, with a 'Log Out' button. The navigation menu includes links for Profile, Downloads, View Projects And Reports, Financial Transactions, Application And Programs, and User Guide. The main content area is titled 'Contract Document' and displays the following information:

Organization: Va Department of Housing and Community Development	Project: Test VHSP 2014-15	Contract#: VHSP - 1011 Report Status: Accepted	Date due: Last Updated: 06/18/2015 Updated by: DHCD Accepted
--	----------------------------	---	--

Below this information, there is a section for attachments. A red arrow points to the attachment 'VHSPGrantAgreement2015finaltest2616201524842.pdf'. The attachment description is 'VHSP grant agreement 2015-16'. There is a 'Discuss' button below the attachment list.

At the bottom of the page, there is a footer with the DHCD logo, contact information, and copyright notice: 'Contact Us | FAQ | DHCD Site Copyright ©2012 DHCD'. The contact information is: Virginia Department of Housing and Community Development, 600 East Main Street, Suite 300, Richmond, VA 23219.



Contract in CAMS

Lastly the grant agreement, signed by the agency director, will be uploaded into CAMS.

A screenshot of the DHCD CAMS Portal web application. The browser address bar shows the URL: https://dmz1.dhcd.virginia.gov/CAMSPortal/Projects/ProjectReport.aspx?tid=T16488. The page header includes the DHCD CAMS logo, a welcome message for Nichele R. Carver, and a "Log Out" button. A navigation menu contains links for Profile, Downloads, View Projects And Reports, Financial Transactions, Application And Programs, and User Guide. The main content area displays the "VHSP grant agreement 2015-16" form. The form includes fields for Organization (Va Department of Housing and Community Development), Project (Test VHSP 2014-15), Contract# (VHSP - 1011), Report Status (Not Started), Date due (07/31/2015), Last Updated, and Updated by. A large red arrow points to the "Choose File" button, which is currently showing "No file chosen". Below the file selection area is a text box for "2) Attachment Description" and buttons for "Save", "Submit", and "Discuss". The footer contains contact information for the Virginia Department of Housing and Community Development, including the address 600 East Main Street, Suite 300, Richmond, VA 23219, and the copyright notice "Copyright ©2012 DHCD".



Budget Categories in CAMS

- Outreach
- Federal RRH
- State RRH (includes line items directly related to veterans)
- Emergency Shelter Operations
- Targeted Prevention
- Coordinated Entry/Assessment
- CoC Planning
- HMIS
- Administration



Submitting budget in CAMS

Go to the
Project
budget tab



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Project Detail [Back To Project List](#)

Project Name: DHCD Test [Edit?](#) Program Name: VHSP 2018-19 Contract #: TEST123
Contract Start/End Date: 07/01/2018 - 07/15/2019 Place of Performance: 600 East Main Street, Richmond

Project Budget Remittances Reports & Communication

Project Budget Information

Please enter your Total Request: \$

Cost/Activity Category	DHCD Request	Other Funding	TOTAL	Available Funds
Outreach Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
Centralized or Coordinated Assessment/Entry Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
Targeted Prevention Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
Emergency Shelter Operations Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
Federal Rapid Re-housing Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
State Rapid Re-housing Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
CoC Planning Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
HMIS Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
Administration Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00

Budget Narrative: (Click [HERE](#) to Save Narrative Only)

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Submitting budget in CAMS

Enter grant
award in the
total request
box

Sign in to yo x Virginia Info x Inbox (483) x Commonwe x CAMS Admi x CAMS Admi x ZIP Code™ L x DHCD CAMS x Nichele

Secure | https://dmz1.dhcd.virginia.gov/camsportal/Projects/PrjDetail.aspx?Prj=2817&Order=Prj_Name&SD=ASC

Apps Bookmarks Imported From IE Home

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Profile Downloads View Projects And Reports Financial Transactions Application And Programs User Guide

Project Detail [Back To Project List](#)

Project Name: DHCD Test [Edit?](#) Program Name: VHSP 2018-19 Contract #: TEST123
Contract Start/End Date: 07/01/2018 - 07/15/2019 Place of Performance: 600 East Main Street, Richmond

Project Information **Project Budget** Remittances Reports & Communication

Project Budget Information

Cost/Activity Category	DHCD Request	Other Funding	TOTAL	Available Funds
Outreach Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
Centralized or Coordinated Assessment/Entry Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
Targeted Prevention Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
Emergency Shelter Operations Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
Federal Rapid Re-housing Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
State Rapid Re-housing Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
CoC Planning Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
HMIS Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
Administration Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00

Budget Narrative: (Click [HERE](#) to Save Narrative Only)

[Save](#) [Request Budget Revision](#) [Delete](#)

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Click on Add to view and select line item

Sign in to yo... Virginia Info... Inbox (483)... Commonwe... CAMS Admi... CAMS Admi... ZIP Code™... DHCD CAMS... Nichele

Secure | https://dmz1.dhcd.virginia.gov/camsportal/Projects/PjDetail.aspx?Prj=2817&Order=Prj_Name&SD=ASC

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Project Detail [Back To Project List](#)

Project Name: DHCD Test [Edit?](#) Program Name: VHSP 2018-19 Contract #: TEST123
Contract Start/End Date: 07/01/2018 - 07/15/2019 Place of Performance: 600 East Main Street, Richmond

Project Information **Project Budget** Remittances Reports & Communication

Project Budget Information
Please enter your Total Request: \$ 0.00

Cost/Activity Category	DHCD Request	Other Funding	TOTAL	Available Funds
<input type="checkbox"/> Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Essential Services – Case management Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Essential Services – Limited Support Services Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Other Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Emergency Shelter Operations Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Federal Rapid Re-housing Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> State Rapid Re-housing Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> CoC Planning Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> HMIS Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Administration Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00

Budget Narrative: (Click [HERE](#) to Save Narrative Only)

[Save](#) [Request Budget Revision](#) [Delete](#)

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Submitting budget in CAMS

Select line item
from the drop
down menu

Project Detail

Project Name: DHCD Test [Edit?](#) Program Name: VHSP 2018-19 Contract #: TEST123
Contract Start/End Date: 07/01/2018 - 07/15/2019 Place of Performance: 600 East Main Street, Richmond

Project Budget Information

Please enter your Total Request: \$ 0.00

Cost/Activity Category	DHCD Request	Other Funding	TOTAL	Available Funds
<input type="checkbox"/> Outreach Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Essential Services – Case management Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Essential Services – Limited Support Services Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Other Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Emergency Shelter Operations Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Federal Rapid Re-housing Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> State Rapid Re-housing Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> CoC Planning Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> HMIS Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Administration Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00

Budget Narrative: (Click [HERE](#) to Save Narrative Only)

[Save](#) [Request Budget Revision](#) [Delete](#)

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Submitting budget in CAMS

IMPORTANT:
Repeat the add
and selection
process to pull
down each line
item for each
*Cost/Activity
Category* that
you are
contracted to
perform

Sign in to yo x Virginia Info x Inbox (483) x Commonwe x CAMS Admin x CAMS Admin x ZIP Code™ L x DHCD CAMS x Nichele

Secure | https://dmz1.dhcd.virginia.gov/camsportal/Projects/PrjDetail.aspx?Prj=2817&Order=Prj_Name&SD=ASC

Apps Bookmarks Imported From IE Home Other bookmarks

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Project Detail [Back To Project List](#)

Project Name: DHCD Test [Edit?](#) Program Name: VHSP 2018-19 Contract #: TEST123
Contract Start/End Date: 07/01/2018 - 07/15/2019 Place of Performance: 600 East Main Street, Richmond

Project Information **Project Budget** Remittances Reports & Communication

Project Budget Information
Please enter your Total Request: \$

Cost/Activity Category	DHCD Request	Other Funding	TOTAL	Available Funds
<input type="checkbox"/> Outreach Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> <input type="text" value="Essential Services - Case management"/> Add Delete	\$ <input type="text" value="0.00"/> \$ <input type="text" value="0.00"/>		\$0.00	\$0.00
<input type="checkbox"/> Essential Services - Case management Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Essential Services - Limited Support Services Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Other Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Emergency Shelter Operations Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Federal Rapid Re-housing Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> State Rapid Re-housing Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> CoC Planning Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> HMIS Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Administration Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00

Budget Narrative: (Click [HERE](#) to Save Narrative Only)

[Save](#) [Request Budget Revision](#) [Delete](#)

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Submitting budget in CAMS

Insert dollar amounts to correspond with line items. Some line items will remain zero as you may not plan to spend money from every line at this point

The screenshot shows the CAMS web application interface. The top navigation bar includes links for Profile, Downloads, View Projects And Reports, Financial Transactions, Application And Programs, and User Guide. The main content area is titled 'Project Detail' and shows information for 'Project Name: DHCD Test' and 'Program Name: VHSP 2018-19'. The 'Project Budget Information' section is active, displaying a table with columns for 'Cost/Activity Category', 'DHCD Request', 'Other Funding', 'TOTAL', and 'Available Funds'. A red arrow points to the 'DHCD Request' column for the 'Essential Services - Case management' line item. The table shows that all line items currently have a value of \$0.00. Below the table is a 'Budget Narrative' section with a text area and a 'Save' button.

Cost/Activity Category	DHCD Request	Other Funding	TOTAL	Available Funds
Essential Services - Case management	\$0.00	\$0.00	\$0.00	\$0.00
Essential Services - Limited Support Services	\$0.00	\$0.00	\$0.00	\$0.00
Emergency Shelter Operations	\$0.00	\$0.00	\$0.00	\$0.00
Federal Rapid Re-housing	\$0.00	\$0.00	\$0.00	\$0.00
State Rapid Re-housing	\$0.00	\$0.00	\$0.00	\$0.00
CoC Planning	\$0.00	\$0.00	\$0.00	\$0.00
HMIS	\$0.00	\$0.00	\$0.00	\$0.00
Administration	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00

Budgets will be denied if each line item has not been dropped down



Submitting budget in CAMS

Once all budget line item detail has been entered click **Save** at the bottom of the page.

Project Name: DHCD Test [Edit?](#) Program Name: VHSP 2018-19 Contract #: TEST123
Contract Start/End Date: 07/01/2018 - 07/15/2019 Place of Performance: 600 East Main Street, Richmond

Project Budget Information
Please enter your Total Request: \$

Cost/Activity Category	DHCD Request	Other Funding	TOTAL	Available Funds
<input type="checkbox"/> Outreach Add Delete	\$35,250.00	\$0.00	\$35,250.00	\$35,250.00
<input type="checkbox"/> Essential Services – Case management	\$35,000.00	\$0.00	\$35,000.00	\$35,000.00
<input type="checkbox"/> Essential Services – Limited Support Services	\$250.00	\$0.00	\$250.00	\$250.00
<input type="checkbox"/> Other Insurance	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Centralized or Coordinated Assessment/Entry Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Targeted Prevention Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Emergency Shelter Operations Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Federal Rapid Re-housing Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> State Rapid Re-housing Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> CoC Planning Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> HMIS Add Delete	\$6,500.00	\$0.00	\$6,500.00	\$6,500.00
<input type="checkbox"/> Computer Costs	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Fees and Licenses	\$4,000.00	\$0.00	\$4,000.00	\$4,000.00
<input type="checkbox"/> HMIS Staffing	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Training	\$500.00	\$0.00	\$500.00	\$500.00
<input type="checkbox"/> Other consultant	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00
<input type="checkbox"/> Administration Add Delete	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$41,750.00	\$0.00	\$41,750.00	\$41,750.00

Budget Narrative: (Click [HERE](#) to Save Narrative Only)

[Save](#) [Request Budget Revision](#) [Delete](#)

Then click request budget revision



Remittances

- Remittances may be submitted for reimbursement the month following the actual expense. i.e. expenses paid for during the month of Sept. can be submitted anytime between Oct. 1-31.
- Allow 30 days for payment to be deposited from a correct remittance.

Federal RRH has to be expended prior to State RRH

The veteran related line items are to be used when you are providing financial assistance and/or stabilization services to veteran.

Common errors and reasons for denial

- Missing information (check numbers, dates, staff positions)
- Supporting documentation doesn't match CAMS remittance (wrong amounts, wrong activities, dates don't match remittance period)



Submitting remittances in CAMS

Go to the
Remittances
tab

DHCD CAMS Portal - Windows Internet Explorer provided by Virginia IT Partnership

https://dmz1.dhcd.virginia.gov/camsportal/Projects/PrjDetail.aspx?Prj=3826&Order=Prj_Name&SD=ASC

File Edit View Favorites Tools Help

Convert Select

Favorites Profile Get more Add-ons

DHCD CAMS Portal DHCD CAMS Portal

Page Safety Tools

DHCD CAMS

Welcome Katy Dynes, Profile Manager, Organization Head, Project Manager
Va Department of Housing and Community Development - Community Dev Division [Log Out](#)

Profile Downloads View Projects And Reports Financial Transactions Application And Programs User Guide

Project Detail [Back To Project List](#)

Project Name: test [Edit?](#) Program Name: Homeless Solutions Grant 2013-14 Contract #: test
Contract Start/End Date: 07/01/2013 - 06/30/2014 Place of Performance: 123 Anywhere Lane, Henrico

Remittances Reports

Remittances Information [Enter New Remittance](#)

No Remittances found!

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Done

Start Inbox - Microsoft Outlook DHCD CAMS Portal - ... L:\Homeless and Special ... Microsoft Excel - nc revis... Microsoft PowerPoint - [...] HOPWA 2013-14.docx - ... 1:13 PM



Submitting remittances in CAMS

Click on the
Enter new
remittances
tab and begin
the process

DHCD CAMS Portal - Windows Internet Explorer provided by Virginia IT Partnership

https://dmz1.dhcd.virginia.gov/camsportal/Projects/PrjDetail.aspx?Prj=3826&Order=Prj_Name&SD=ASC

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Project Detail [Back To Project List](#)

Project Name: test [Edit?](#) Program Name: Homeless Solutions Grant 2013-14 Contract #: test
Contract Start/End Date: 07/01/2013 - 06/30/2014 Place of Performance: 123 Anywhere Lane, Henrico

Project Information **Project Budget** **Remittances** **Reports**

Remittances Information
No Remittances found!

[Enter New Remittance](#)

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Done

Start Inbox - Microsoft Outlook DHCD CAMS Portal - ... L:\Homeless and Special ... Microsoft Excel - nc revis... Microsoft PowerPoint - [...] HOPWA 2013-14.docx - ... 1:13 PM



Submitting remittances in CAMS

CLOSE X

Org Name: [REDACTED]

Prj Name: VHSP 2017-18

Internal Invoice # (optional): [REDACTED]

Payee Name: [REDACTED]

Payee [REDACTED]

Payment Routing: MAIN

Subprogram Total Remittances:	Total Funds Allocated \$14,847,561.10	Pending \$0.00	Approved For FMS \$0.00	Sent To FMS \$14,847,559.52	Returned Fund \$0.00
-------------------------------	--	-------------------	----------------------------	--------------------------------	-------------------------

Project Budget \$100,112.00	=	Total Paid \$100,112.00	+	Other Pending Payments \$0.00	+	This Remittance \$0.00	+	Available Funds \$0.00
--------------------------------	---	----------------------------	---	----------------------------------	---	---------------------------	---	---------------------------

Cost/Activity Category	DHCD Request	Other Funding	Available Funds	Paid Funds
Operations	\$0.00	\$0.00	\$0.00	\$0.00
Federal Rapid Re-housing	\$0.00	\$0.00	\$0.00	\$0.00
State Rapid Re-housing	\$0.00	\$0.00	\$0.00	\$0.00
Prevention/Diversion	\$0.00	\$0.00	\$0.00	\$93,112.00
Coordinated Entry/Assessment	\$0.00	\$0.00	\$0.00	\$0.00
CoC Planning	\$0.00	\$0.00	\$0.00	\$0.00
HMIS	\$0.00	\$0.00	\$0.00	\$4,250.00
Administration	\$0.00	\$0.00	\$0.00	\$2,750.00
TOTAL	\$0.00	\$0.00	\$0.00	\$100,112.00

Attach supporting documentation below in zip, pdf, excel or word document formats. Documents should be scanned and consolidated into a single file. [Need Help?](#)

Choose File No file chosen

Enter any additional explanation for the remittance below (optional):

Save

Submit Remittance Request



Important Dates

CoC/LPG Pre-conference Meeting

Wednesday, November 14, 2018 – Arlington

Virginia Governor's Housing Conference

November 14-16, 2018 - Arlington



DHCD Website

www.dhcd.virginia.gov

The screenshot shows the Virginia DHCD website with the URL www.dhcd.virginia.gov/index.php/housing-programs-and-assistance/226-virginia-homeless-solutions-program-vhsp.html. The page title is "VIRGINIA HOMELESS SOLUTIONS PROGRAM (VHSP)".

Program Contact
Nichele Carver
hsnh@dhcd.virginia.gov

The Virginia Homeless Solutions Program (VHSP) is a state- and federally-funded program funded by the State General Fund and the federal Emergency Solutions Grant (ESG) to support Continuum of Care (CoC) strategies and homeless service and prevention programs that align with the following goals:

- To reduce the number of individuals/households who become homeless;
- To shorten the length of time an individual or household is homeless; and
- To reduce the number of individuals/households that return to homelessness.

ELIGIBILITY

Eligible applicants include units of local governments, nonprofits, planning district commissions (PDCs)* and public housing authorities (PHAs)*. Eligible activities for the VHSP are shelter operations, rapid re-housing, prevention, child services coordination, centralized/coordinated assessment systems, CoC planning, HMIS, administration and HOPWA assistance.

*Able to contract for all eligible VHSP activities excluding shelter operations and rapid re-housing

PROGRAM RESOURCES

- Program Guidelines
- VHSP Renewal Webinar
- FY15 VHSP Funding
- Crisis Assistance Directory
- Current Fair Market Rents
- HOPWA Service Providers Map
- HOPWA Reimbursement Form
- Rent Reasonableness Checklist
- VHSP Request for Reimbursement
- Income Re-Certification Form
- Basic Habitability Checklist
- Lead-Based Paint Visual Assessment Form
- Homeless Certification Form
- Prevention Program Participant Eligibility
- Rapid Re-Housing Program Participant Eligibility

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Virginia Main Street BLOG **Code Connection BLOG**

DHCD QUICK MENU

- ABOUT DHCD
- COMPLETE PROGRAM LIST
- VIRGINIA'S RESILIENCY PLAN
- BUSINESS APPRECIATION MONTH
- BOARDS AND COMMISSIONS
- JOB OPPORTUNITIES
- PRESS RELEASES
- PROCUREMENT OPPORTUNITIES
- VIRGINIA HOUSING TRUST FUND PLAN
- LOOKING FOR RENTAL HOUSING?
- PRIVATE ACTIVITY BONDS
- GOVERNOR'S HOUSING CONFERENCE
- COMMUNITY BUSINESS LAUNCH (CBL)
- CALENDAR OF EVENTS

MOST READ CONTENT

- Virginia Uniform Statewide Building Code (USBC)
- Down Payment Assistance (DPA)
- Down Payment Assistance (DPA)
- Frequently Asked Questions

Questions ?????



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Kendall.Cloeter@dhcd.virginia.gov
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